



# Delaware County Sustainability Commission Meeting Minutes

Thursday, November 18, 2021  
4:00 PM – 6:00 PM

## Attendees:

<b>Commission Members</b>	<b>Public</b>
Francine Locke	Howard Lazarus
Shawn Stancill	Elaine Schaefer
Thomas Shaffer	Shawn Rush
Mark Manfre	Sharon Jaye
Ed Magargee	Pamela Pitts
Laura Goodrich-Cairns	Sue DePompeo
Stephanie Howe Hasanali	Melissa Muroff
Steve Clark	Don Barber
Carol Martsolf	Estefania Torres
Jaclyn Rhoads	Saiqian Xiao
Scott Sidlow	
Jennie Perey Saxe	<b>Online</b>
David Director	Keith Parsons
	John Butler
<b>Online</b>	James Warner
Becca Yurkovich	Sari Steuber
	James McLaughlin
	Howard Sherman
	Zach Nemec
	Mike Ewall
	Gamal Sherif
	Adeline Ciannella

1. Welcome and Roll Call
  - a. Meeting started at 4:07pm.
  - b. Reviewed in-person meeting format
  - c. Reviewed Commission charge
  - d. Roll call and quorum acknowledgement
2. Approval of Meeting Minutes from October Meeting – approval postponed until December
3. Member Appointments
  - a. Two Returning Member – Shawn Stancill and Rebecca Yurkovich
  - b. Two New Members – Cephus Hales-Richardson and Krystl Gauld
  - c. Thank you to Stephanie Howe Hasanali
4. Chief Sustainability Officer Annual Report (see slides deck for specific information)
  - a. Delaware County – at a glance
  - b. Year in review
    - i. RSLPP – street light replacements in Chester

- ii. Solid Waste Management Plan
- c. Department Focus
  - i. Six departments are under sustainability – focus has been on integrating departments so all can work together to support sustainability charge and share best practices
  - ii. Facilities have purchased 100% RECs
  - iii. Reviewed data from facilities assessment report. Baseline has been established and ECMs totaling ~\$3MM, with estimated savings of \$500k/year
  - iv. Reviewed existing fleet and commitment to 100% EVs
- 5. Sustainability and Climate Action Plan Development
  - a. Plan development schedule consists of Pre-Planning, Sustainability Assessment, Goal & Target Establishment, Plan Development
    - i. Plan takes roughly 2 years to complete
  - b. Reviewed action plan schedule (which is a living document)
    - i. Webpage has been created to solicit feedback and promote engagement
    - ii. Municipal interviews and data gathering is underway
    - iii. Public survey is in progress
    - iv. In-person public workshop on 11/29 from 6 – 8 pm.
    - v. Milestone 1
      - A. Result will be in a sustainability report
      - B. Will start a climate vulnerability assessment using ICLEI framework
      - C. Using ClearPath to complete a community-wide GHG inventory
    - vi. Milestone 2
      - A. Establish sustainability goals
      - B. Test achievability of goals
      - C. Solicit ideas through outreach
      - D. Announce goals and establish emission targets
    - vii. Milestone 3
      - A. Develop plan and objectives
      - B. Prioritize selection of measures
      - C. Develop implementation and monitoring strategy
      - D. Perform outreach
      - E. Develop climate action plan
      - F. Write the plan – release for public comment, finalize and release plan
    - viii. Milestone 4
      - A. Implement Policies and Measures
      - B. Implement and monitor climate action plan
    - ix. Milestone 5
      - A. Evaluate progress and report results
      - B. Develop annual progress report
      - C. Update GHG inventory
      - D. Update the public
- 6. Committee Structure
  - a. Establishing working committees under the Sustainability Office to work on plan segments
  - b. Committees expected to run January to September 2022
  - c. Working on best way to recruit members in December – Sharon will email members
  - d. Committees:
    - i. Health & Wellbeing
    - ii. Natural Resources
    - iii. Transportation
    - iv. Energy

- v. Waste and Resource Management
  - vi. Climate Resiliency
  - vii. Equity & Inclusion
- 7. Zero Waste Committee Report-Out
  - a. Committee recommends using the Zero Waste International Alliance definition for high-level goals in the plan – Commission will vote to adopt during December meeting
- 8. 2022 Meeting Schedule
  - a. Meetings will be on Zoom (or similar platform) – can decide if meeting should be in person throughout the year
  - b. David D. made motion to alternate between 2<sup>nd</sup> Thursday at 6:00pm; 2<sup>nd</sup> Friday at 2:00pm. Laur GC seconded. All voted in favor.
- 9. Officer elections will occur in December
- 10. Meeting Adjourned at 5:55pm.